



**Internship Application Deadline: Fall- August 1<sup>st</sup>; Spring- January 15<sup>th</sup>; Summer- May 1<sup>st</sup>**

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>		<b>State/Zip Code:</b>	
<b>Email Address:</b>		<b>Phone Number:</b>	
<b>Undergraduate School:</b>		<b>Graduate School:</b>	
<b>Academic Year:</b>		<b>Academic Year:</b>	
<b>Relevant Course Work:</b>			
<b>Interests:</b>			
<b>I am applying for the following internship(s):</b> **Executive Division ____ Administrative ____ Treasury Division ____ Audit Division ____ Financial Reporting Division ____			
<b>Please Select:</b>	Fall (September – December)    Spring (January –May)    Summer (May–August)		
<b>Please indicate the days and times you are available to work. Our office hours are 9:00 a.m. – 5:00 p.m.</b> <b>Note: Executive Division interns might be required to work outside of normal business hours.</b> <b>**The Executive Division has positions available to those that cannot intern during normal business hours.</b>			
Monday        _____ (a.m./p.m.) to _____ (a.m./p.m.) Tuesday        _____ (a.m./p.m.) to _____ (a.m./p.m.) Wednesday    _____ (a.m./p.m.) to _____ (a.m./p.m.) Thursday       _____ (a.m./p.m.) to _____ (a.m./p.m.) Friday          _____ (a.m./p.m.) to _____ (a.m./p.m.) Total Number of Hours: _____			
<b>Please include the following items:</b> 1. Completed Internship Application 2. Résumé AND One Letter of Recommendation 3. Explain your interest in interning with the Office of the City Controller. Explain how your past experiences (work, volunteer, academic) would be beneficial to you while interning with the Office of the City Controller. 1-page, single spaced, 12 point font.			